

United States Department of the Interior

BUREAU OF LAND MANAGEMENT

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October 21, 2004

EMAIL TRANSMISSION - 10/22/04

Information Bulletin No. MT-2005-005

To: All Montana/Dakotas Employees

From: Deputy State Director, Division of Support Services

Subject: Thrift Savings Plan (TSP) Open Season

The TSP open season is October 15 through December 31, 2004. During this open season, FERS participants may elect to contribute up to 15 percent of their basic pay; CSRS participants may elect to contribute up to 10 percent of their basic pay.

After 2005, participants' contributions will be restricted only by the Internal Revenue Code's annual limit. For 2005, the annual limit you can contribute to the TSP is \$14,000. The TSP will not accept any contributions that exceed this limit (or any matching contributions related to them).

Participants aged 50 and older may elect, at any time, to contribute up to \$4,000 in "catch-up" contributions for 2005. Form TSP-1-C, Catch-Up Contribution Election, is available from the Branch of Human Resources, MT-933; the TSP website, www.tsp.gov; or Employee Express. Because the annual limit changes, participants must make a new election each year.

The updated flyer, "Let It Flow," contains basic information about this open season and presents historical rates of return for the investment funds. This flyer will be distributed separately to all employees.

How to make a contribution election. To make a contribution election, submit Form TSP-1 (Election Form) to MT-933 before the end of open season. The TSP-1 is available from MT-933, any field office, or the TSP website.

Employee Express allows employees to change or start a TSP account only during open season. Cancellation of a TSP contribution can be made at any time. For assistance, the Employee Express numbers are:

-From Work: 478-757-3030

-From Home: 888-353-9450 (Monday through Friday, 7:00 am to 7:00 pm, Eastern Time)

-Help Desk via email: EEXHelp@opm.gov

-TDD: 478-757-3117 or 1-888-880-0412

If you lose or forget your PIN, you can call the OPM-Macon Help Desk at 478-757-3030 and choose the PIN option, or use the website at www.employeeexpress.gov to make a PIN request on-line.

For security reasons, cellular phones are not recommended.

How to make an investment election. You may invest in any of the five TSP investment funds. To change the investment of future contributions to your TSP account, you must request a **contribution allocation**. To change the investment of money already in your account, you must request an **interfund transfer**.

To request a contribution allocation or an interfund transfer, you can use the TSP website, the ThriftLine (504-255-8777 or 877-968-3778), or Form TSP-50 (Investment Allocation), available from MT-933. You may request a contribution allocation or interfund transfer at any time.

If you have stopped your contributions. If you stopped contributing during the last open season, you may resume your contributions this open season. If, however, you stopped your contributions outside of an open season, you must wait until the second open season after you stopped before you can contribute again.

Where to get more information about the TSP. The booklet *Summary of the Thrift Savings Plan for Federal Employees (5/2001)* will be replaced by an updated version. Please refer to TSP Features on the TSP website for the most up-to-date information.

Participant statements. Your quarterly statement presents all information about your account activity. Calendar quarters end March 31, June 30, September 30, and December 31. The statement format, which is based on both dollars and shares, is explained in the leaflet "Understanding Your TSP Participant Statement," which is available on the website. Quarterly participant statements are available only on the website unless you choose to have them mailed to you.

If you have additional questions about the TSP, contact Verlaine VanAtta, Cheri Diaz, or Connie Raynock, Human Resource Assistants, at 406-896-5233/5226/5229.

Signed by: Deborah M. DeBock for Sandra L. Guches

Authenticated by: Donna K. Zentz, MT-933